

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b>		<b>Schedule No.</b> 2423 <hr/> <b>Page</b> 1 <b>of</b> 10
<b>Agency:</b> University of Maryland Baltimore City <b>Division/Unit:</b> Police		
Item No.	Description	Retention
<b>FISCAL SERVICES</b>		
1	<u>Budget Files</u> Files related to financial matters. Includes report of transactions for each month for all accounts, working budget for full-time salary, travel, and reimbursements.	Retain for 3 years, <b>then destroy</b> .
2	<u>Leave Files</u> Files relating to leave balances of employees that are employed or have been employed by the Police Department. Includes attendance sheets, leave slips, administrative call logs, and a detailed leave report for each pay period.	Retain final leave balance for 3 years after employee terminates, then destroy. <b>**During the time the employee is active, retain ongoing leave balance for 3 years and until audit requirements are met, then destroy.</b>
3	<u>Payroll Files</u> Files related to payroll matters. Includes time sheets, statements of payroll charges and payroll certifications.	Retain for 3 years and until audit requirements are met, <b>then destroy</b> .
4	<u>Personnel/Payroll Files</u> Files on employees that are employed or have been employed by the Police Department. Includes payroll entries, notice of separation forms, employment eligibility verification form I-9, photocopy of social security card and birth certificate. All related employment documentation.	Retain for 10 years after separation, <b>then destroy</b> .
5	<u>Procurement Files</u> Files related to procurement matters. Includes small procurement orders, miscellaneous payment requests, receipt documentation, invoice approvals, and Pro-Card transactions.	Retain for 5 years and until audit requirements are met, then destroy.
Schedule Approved by Department, Agency, Or Division Representative. Date <u>3/1/07</u> Signature <u><i>Cleveland Barnes</i></u> Typed Name <u>Cleveland Barnes</u> Title <u>Acting Chief of Police</u>		Schedule Authorized by State Archivist Date <u>18 May 07</u> Signature <u><i>Edward C. Posenjane Jr</i></u>

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University of Maryland Baltimore City

**Division/Unit**

Police

**Item  
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**Description**

**Retention**

**RECORDS**

6

**Arrest Records, Adult**

Reports of criminal arrests of people over the age of 18 years.  
(Includes Citation in Lieu of arrest).

Retain 30 years after the  
arrest, **then destroy.**

7

**Arrest Records, Sealed**

Records ordered sealed by the court. If sealed, the records may not  
be opened for any purpose except by order of the court upon good  
cause shown.

Retain for 3 years, **then  
destroy.**

8

**Arrest Records Juvenile**

A police record concerning a child. These records are kept separate  
from the adult records.

3 years to be stored on-site  
then retain for 12 years  
beyond date of last entry  
item, **then destroy.**

9

**Security/Building Sign In Logs**

Visitor Sign In Logs

Retain for 1 year, **then  
destroy.**

10

**Activity Sheets**

Police Officer ledger of daily events.

Retain for 2 years, **then  
destroy.**

11

**Departmental Annual Reports and Statistics**

Summaries of departmental activities.

Retain until no longer needed,  
**then destroy.**

12

**Roll Call Sheets**

Daily Attendance Sheets and Post Assignments

Retain for 7 years, **then  
destroy.**

13

**Vehicle Maintenance**

Daily vehicle and bike maintenance sheets.

Retain for 3 years, **then  
destroy.**

14

**Radio Identification Logs**

These are non-criminal daily reports. Station identification and  
radio check logs.

Retain for 1 year, **then  
destroy.**

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Agency		Division/Unit	
University of Maryland Baltimore City		Police	
Item No.	Description	Retention	
	<b><u>RECORDS</u></b>		
15	<u>Communications Log Sheets</u> Manual record of calls for service.	Retain for 3 years, then destroy.	
16	<u>Juvenile Record Logs</u> Arrest log for juveniles.	Retain for 12 years, then destroy.	
17	<u>Reports, Accident (Vehicle)</u> Reports of accidents occurring within the University's jurisdiction.	Retain for 3 years, then destroy.	
18	<u>Police Reports, Criminal and Miscellaneous Incident Reports</u> Records of documents and photographs pertaining to criminal incidents, DWI, incidents, field interviews.	Store on-site for 3 years. Retain for 75 years, then destroy.	
19	<u>Submitted Uniform Crime Reports</u> Reports of incident and crime statistics submitted to the Federal Bureau of Investigation on a monthly basis.	Retain for 5 years, then destroy.	
20	<u>Traffic Citation Ledgers</u> List of citations issued.	Retain for 1 year, then destroy.	
21	<u>Traffic Citations</u> File of issued traffic citations.	Retain for 3 years or when disposed of in court, whichever is later, then destroy.	
22	<u>Parking Citations</u> File of issued parking citations.	Retain for 3 years or when disposed of in court, whichever is later, then destroy.	

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Agency University of Maryland Baltimore City		Division/Unit Police
Item No.	Description	Retention
	<b><u>TRAINING</u></b>	
23	<u>Background Investigation Files (Applicants)</u> Files pertaining to investigations of individuals who have applied for a police officer position with our agency. Files pertaining to applicants to our agency containing: employment eligibility lists; test scores; review board evaluations; process notification letters; documents pertaining to all phases of the hiring process completed by the applicant	Retain for 7 years after individual applies for employment, <b>then destroy.</b>
24	<u>Background Investigation Files (Employees)</u> Files pertaining to investigations of individuals who have applied for a police officer position with our agency. Files pertaining to applicants to our agency containing: employment eligibility lists; test scores; review board evaluations; process notification letters; documents pertaining to all phases of the hiring process completed by the applicant.	Retain 10 years after separation, <b>then destroy.</b>
25	<u>Training Files (Employees)</u> Files pertaining to currently employed police officers containing: annual in-service (training) examinations; performance examinations; training orders; MPTC and agency certifications; and annual firearms qualifications.	Retain for 7 years, <b>then destroy.</b>
26	<u>Accountability Sheets</u> Memorandums of accountability for items issued.	Retain for 7 years, <b>then destroy.</b>

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**Agency**

University of Maryland Baltimore City

**Division/Unit**

Police

**Item  
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**Description**

**Retention**

**LOGISTICS**

27

DR-15A Issuance Ledger

Record of the assignment of DR15 books to individuals.

Retain for 3 years and until  
audit requirements are met,  
**then destroy.**

28

Property Form (Evidence)

Documentation of possession and disposition of evidence collected  
by the agency.

Retain for 3 years or until  
case is disposed of in court,  
whichever is later; **then  
destroy.**

29

Property Form (Non-Evidence)

Documentation of possession and disposition of non-evidentiary  
property obtained by the agency. Receipts for founds, confiscated,  
and safekeeping.

Retain for 3 years, **then  
destroy.**

30

Request for Laboratory Analysis Form (MSP Form #67)

Documentation of requests to the Maryland State Police for  
laboratory analysis of evidence collected by the agency.

Retain for 3 years or until  
case is disposed of in court,  
whichever is later; **then  
destroy.**

31

State Summons Book Issuance Log

Record of the assignment of State summons books to individuals.

Retain for 3 years, **then  
destroy.**

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Item No.	Description	Retention
	<b><u>CHIEF'S OFFICE</u></b>	
32	<u>Accreditation Files</u> File folders containing CALEA standards, standards status reports, and proofs of compliance for purposes of international accreditation.	Retain for 3 years after subsequent re-accreditation, <b>then destroy.</b>
33	<u>Arrest Ledger</u> A record of departmental arrests in chronological order.	Retain on-site for 2 years, then retain 75 years, <b>then destroy.</b>
34	<u>Court Liaison Files</u> Files containing copies of court summonses, correspondence to courts, etc.	Retain for 1 year from receipt, <b>then destroy.</b>
35	<u>Directive Files</u> File folders containing CALEA standards, standards status reports, and proofs of compliance for purposes of international accreditation.	Retain until superseded, updated, canceled or obsolete, <b>then destroy.</b>
36	<u>General Correspondence</u> Includes general correspondence for the entire Police Department.	Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative or legal value related to the development of the Police Department to be kept in paper by the Police Department for 25 years, <b>then destroyed.</b> Material deemed to have historical value to be sent to University Archives for permanent retention.

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Item No.	Description	Retention
<b><u>CHIEF'S OFFICE</u></b>		
37	<u>Incident Log – Calls for Service</u> A record of departmental reportable events in chronological order.	Retain for 3 years, then send to University Archives for permanent retention.
38	<u>Inspectional Files</u> Files containing inspectional reports from staff and decentralized line inspection programs.	Retain for 3 years, then destroy.
39	<u>Internal Affairs Files</u> Files on Internal Affairs investigations of former and current employees. Includes information from personnel files.	Retain for 75 years after employee separation, then destroy.
40	<u>Legal Files</u> Includes copies of paperwork associated with civil litigation, civil suits, etc.	Retain for 75 years after case is closed, then destroy.
41	<u>Office of Judicial Programs Referral</u> Copy of referrals made by officers to the Office of Judicial Programs.	Retain until disposition is received, then destroy.
42	<u>Public Information Log</u> A copy of media releases	Retain for 3 years plus the current year, then destroy.
43	<u>Special Event Log</u> A record of the chronological order of departmental service events	Retain for 1 year, then send to University Archives for permanent retention.

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**Retention**

**CHIEF'S OFFICE**

44

Citizen Complaints

44A

Results in not sustained

Retain until no longer needed,  
**then destroy.**

44B

Results in summary punishment

Retain for 3 years, **then  
destroy.**

44C

Trial Board – Results in not sustained

Retain for 3 years, **then  
destroy.**

44D

Trial Board – Results in sustained

Retain in personnel file, see  
item 4 for retention.



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<b><u>COMMUNICATIONS</u></b>		
45	<u>Audio Tapes</u> Cassette tapes recording telephone calls and radio transmissions.	Retain for 1 year, then erase.
46	<u>NCIC Clear Files</u> Items entered into NCIC as stolen and have been cleared due to recovery.	Retain until end of the calendar year, then destroy.
47	<u>NCIC Locate Files</u> Stolen articles that were listed in NCIC and recovered by this agency.	Retain until end of the calendar year, then destroy.
48	<u>NCIC Teletype Entries</u> Entries made into NCIC for stolen autos, boats, license plates and vehicle files.	Retain for 1 year after NCIC purge and until all audit requirements are met, <b>then destroy.</b>
49	<u>NCIC Teletype Entries</u> Entries made into NCIC for missing persons and guns.	Retain for 1 year after NCIC purge and until all audit requirements are met, <b>then destroy.</b>

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<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
	<b><u>INVESTIGATIONS</u></b>	
50	<u>Confidential Informant File</u> Contain initial contact sheet, subsequent contact sheets, and any documentation related to information that they provide (statements, reports, etc.)	Retain for 5 years after last contact with informant, <b>then destroy.</b>
51	<u>Equipment Logs</u> Contains information relating to equipment/radios used by investigations personnel.	Retain for 1 year, <b>then destroy.</b>
52	<u>Investigative Files</u> Contains duplicates of reports, witness statements, property receipts, analysis reports, documentation of evidence, search warrants, subpoenas, memos, and correspondence already contained in arrest file in the Records Unit. Additionally contains investigative summaries.	Investigative summaries to be turned over to the Records Section after 3 years and remaining material to be destroyed.
53	<u>Pawn Unit Lists</u> Lists of property pawned in Baltimore City.	Retain for 1 year, <b>then destroy.</b>
	<b>Access to records covered by the Freedom of Information Act will be determined by the UMB President's Legal Office. If UMB Archives are not available, material having permanent retention will be transferred to the Maryland State Archives in Annapolis. If departmental archives are not available, material having limited retention (i.e. 25 years) will be transferred to the State Records Center in Jessup.</b>	<b>*Until audit requirements are met means 3 years for state-related documents, 3 years for federal-related documents, 3 years for monetary federal-related documents under \$25,000, and 6 years, 3 months for monetary federal-related documents over \$25,000.</b>